

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

1058

Assistant City Recorder

(Entry-Level and Promotional)

6/29/2015

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 36,892 annually

PAY GRADE RANGE: \$ 36,892 - \$ 56,430 annually (Pay Grade 7)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: **Tuesday, July 21, 2015.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent, including or supplemented by courses in typing, speed writing, and/or general business.
- Two (2) years of experience in general clerical work including typing, filing, and records management.

EXAMINATION

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). The written test will include sections on Modern Office Practices and Procedures, Business English, Math, Records Management, Oral and Written Instruction, Office Equipment and Computer Usage & Working Relationships.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Assistant City Recorder	Working Title:	PCN :
	Incumbent: vacant	Created: December 11, 2007 Updated: September 26, 2014

GENERAL DESCRIPTION

Under general supervision, responsible for performing moderately complex clerical work in assisting the City Recorder and members of City Council.

ESSENTIAL FUNCTIONS

Code, index, cross reference and file official copies of ordinances, resolutions, agreements, performance bonds, deeds and other official documents.

Maintain proper custodial care of city minutes, resolutions, ordinances, contracts, deeds and other official city documents.

Research and furnish requested data to citizens, elected officials and city departments within a reasonable period of time.

Fulfill document certification requests within a twenty-four (24) hour period.

Prepare on a timely basis verbatim transcripts of legislative records for court proceedings and as requested by other city departments and City Council.

Coordinate, attend and record city council workshops and Ad Hoc Committees of Council.

Prepare minutes of Committee Meetings

Answer questions relating to City Council actions by telephone, email or in person.

Fill in for City Recorder, as needed, to attend and record City Council Meetings, Beer Board Meetings and Beer Board Revocation/Suspension Hearings.

Fill in for City Recorder, as needed, to accurately prepare and disseminate Minutes of City Council, Beer Board and related meetings of City Council and Beer Board.

Provide clerical assistance to City Council Members.

Fill in for City Recorder, as needed, to provide administrative assistance to City Council Members

Take on special projects, as needed, to update existing records and/or record management procedures to utilize updated record keeping technology.

Performs related work as required.

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office practices, procedures and equipment.

Knowledge of records management principles and practices.

Knowledge of rules, regulations, procedures, and functions of the City Council.

Knowledge of business English and arithmetic.

Ability to maintain moderately complex clerical records and prepare detailed reports from such records.

Ability to understand and follow moderately complex oral and written instructions.

Ability to express ideas clearly, concisely, and convincingly in speaking, correspondence, and other written reports.

Ability to operate office equipment (including computer) at a reasonable working rate of speed while maintaining a high degree of accuracy.

Ability to establish and maintain effective working relationships with the public and other employees.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses logic and/or scientific thinking to define problems, collect and analyze information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from a standard high school or equivalent, including or supplemented by courses in typing, speed writing, and/or general business.

Two (2) years of experience in general clerical work including typing, filing, and records management.